

## Appendix A

### Glossary

**Blind request** - An ILL request where the borrowing library has not determined ownership by the lending library. Bibliographic information may have been verified.

**Copyright compliance** - The borrowing library is responsible for making certain that the request conforms to the copyright law and the accompanying guidelines. A lending library may choose not to process a photocopy request if a representation is not made as to copyright conformity. (from *Interlibrary Loan Practices Handbook*, 1984.)

**Fax** - see Telefacsimile.

**CCG** - Conforms to copyright guidelines.

**CCL** - Conforms to copyright law.

**GAC** - see Group Access Capability.

**Group Access Capability** - (GAC) extends OCLC ILL Subsystem access to cooperative ILL groups so that all ILL group members can use the OCLC ILL Subsystem to interact with each other. (extracted from: *Interlibrary Loan: User Manual*, 3rd ed., 1985.

**Local system** - a computerized online catalog which can, in some cases, be accessed off-site.

**LM** - Library of Michigan.

**MLC** - Michigan Library Consortium.

**OCLC Online System** - The telecommunications system, computers, peripheral devices, and associated software which make available to participants the online computer services provided by OCLC. (from OCLC, Inc.)

**Reciprocal borrowing agreements** - An arrangement by which two libraries mutually agree to exchange library materials on interlibrary loan without any charges to either library.

**Regional outlets** - These libraries have the necessary human and bibliographic resources to serve as the conduits for interlibrary loan traffic both within and outside the region. These libraries have direct access to OCLC and have the responsibility for verification of requests. Type I regional outlets handle both their own and other institution's ILL requests. Type 2

regional outlets handle only their own requests. Those libraries without bibliographic or verification sources will be expected to go to their Regional Outlet for these services.

**Region of Cooperation** - ROCs were established by the Library of Michigan for the purpose of orderly flow of information and resources within the region. They also channel interlibrary loan requests through a limited number of regional centers. These centers have been provided with bibliographic tools, such as OCLC, for verification of ILL requests. Only Regional Outlets may direct requests outside the Region.

**Telefacsimile** - A means of transmission of the text of data electronically using telephone lines. In Michigan, both requests for material, as well as the information itself may be sent by telefacsimile. See the forms for telefacsimile use in Appendix B.

**Verify, verification** - to ascertain that the bibliographic and citational information is correct by using standardized sources, such as OCLC.